



Columbia County Assessor
Office of Assessment and Taxation

Business Personal Property Tax Information Guide

How would you define a business?

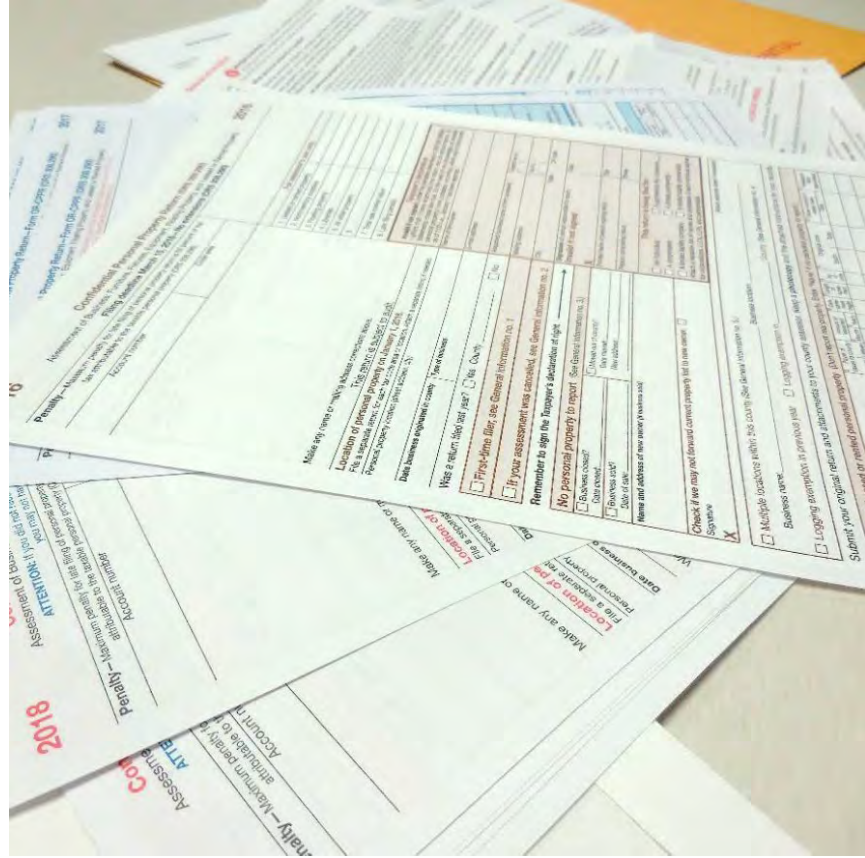
Do you **expect** to profit from your activities in Oregon? If so, you are most likely doing business.

A taxpayer having one or more of the following in Oregon is clearly doing business in this state:

- A stock of goods.
- An office.
- A place of business, other than an office, where affairs of the corporation are regularly conducted.
- Employees or representatives providing services, such as accounting or personal services, to customers as the primary business activity.
- Employees or representatives providing services incidental to the sale of tangible or intangible personal property, such as installation, inspection, maintenance, warranty, or repair of a product.
- An economic presence through which the taxpayer regularly takes advantage of Oregon's economy to produce income including short term vacation rentals.

OKAY, I HAVE A
BUSINESS, BUT...

WHAT IS
BUSINESS
PERSONAL
PROPERTY?



BUSINESS PERSONAL PROPERTY IS...

Taxable personal property includes machinery, equipment, furniture, etc., used previously or presently in a business including any property not currently being used, placed in storage, or held for sale. This also includes freight and costs.

The characteristic that distinguishes business personal property from real property is mobility. Business personal property is property that is not affixed to, or part of, real estate.

THIS INCLUDES...

- Non-inventory supplies
- Amusement devices/equipment
- Barber and beauty furniture/equipment
- Garage and service station tools/equipment
- Leased equipment
- Medical equipment
- Movable machinery, tools and equipment (such as logging and construction equipment, lift trucks and equipment used in service industries)
- Office furniture/equipment
- Store furniture/equipment
- Libraries (such as repair manuals, electronic media, cd's, videos, tapes, law books)
- Fixed load vehicles and mobile equipment
- Freight costs
- Setup/Installation costs
- Any property:
 1. Being used in a business (including assets owned by another party- i.e.: mechanics tools or vendor supplied equipment)
 2. Items not currently in use
 3. Items placed in storage

ASSET EXAMPLES:



IS ALL PERSONAL PROPERTY TAXABLE?

- Except as otherwise specifically provided, all personal property shall be assessed for taxation each year at its situs as of the day and hour of assessment prescribed by law. **ORS 308.105(1)**
- All personal property not exempt from ad valorem taxation or subject to special assessment shall be valued at 100 percent of its real market value, as of January 1st, at 1:00 a.m. and shall be assessed at its assessed value determined as provided in **ORS 308.146. ORS 308.250(1)**

BUSINESS PERSONAL PROPERTY IS NOT:

Oregon Revised Statute 307.020 defines both personal and intangible personal property.
Intangible personal property is not taxable.

Definition of intangible personal property:

- (a) Intangible personal property or intangibles includes but is not limited to:
 - (A) Money at interest, bonds, notes, claims, demands and all other evidences of indebtedness, secured or unsecured, including notes, bonds or certificates secured by mortgages.
 - (B) All shares of stock in corporations, joint stock companies or associations.
 - (C) Media constituting business records, computer software, files, records of accounts, title records, surveys, designs, credit references, and data contained therein. Media includes, but is not limited to, paper, film, punch cards, magnetic tape and disk storage.
 - (D) Goodwill.
 - (E) Customer lists.
 - (F) Contracts and contract rights.
 - (G) Patents, trademarks and copyrights.
 - (H) Assembled labor force.
 - (I) Trade secrets.

ALSO EXEMPT FROM PROPERTY TAX:

- ❖ All items held **exclusively** for personal use. Household goods, furniture, clothing, tools, and equipment used **exclusively** for personal use in and around your home. **ORS 307.190**
- ❖ Items of tangible personal property consisting of inventory, including but not limited to materials, supplies, containers, goods in process, finished goods and other personal property owned by or in possession of the taxpayer, that are or will become part of the stock in trade of the taxpayer held for sale in the ordinary course of business, are exempt from ad valorem property taxation. **ORS 307.400**
- ❖ Farm animals. Livestock, poultry, fur-bearing animals, and bees. **ORS 307.394**
- ❖ Farm machinery and equipment *when used according to ORS 307.394*
- ❖ Licensed vehicles other than fixed load/mobile equipment. **ORS 801.285**

**There are some exceptions here. When in doubt, reach out!*

TAXABLE AND NON-TAXABLE SOFTWARE:

- Canned software is not taxable.
- Canned software is software you can buy off a store shelf.
- Examples of non-taxable software: word processors, AutoCAD, Photoshop, etc.
- Software that provides a function to a piece of equipment is taxable. If the equipment can not function without the software, the software and any upgrades are taxable and should be reported.
- Examples of taxable software: various medical equipment, mechanics diagnostic scanners, machinery and equipment that use software to operate, etc.

WELL, I DON'T HAVE A LOT IN MY BUSINESS...

- After we process the return, if the **depreciated value** does NOT go over the current year's threshold limit, the business is considered "UNDER THRESHOLD". The annual threshold limit is determined by the Department of Revenue.
- If you own multiple locations, it is the total assessed value of all locations that determines if you fall under the threshold.
- The good news? This means no tax bill will be generated for the upcoming tax roll!
- Keep in mind all businesses, even accounts under the threshold, are subject to audit.
- Even if your business remains under the threshold year after year, **you are still required to supply our office with a return each year.**
ORS 308.290



LET'S RECAP SOME KEY POINTS!

- The definition of a business: Do you *EXPECT* to make a profit?
- Personal property is *ALL* tangible assets used in the business.
- All business owners have some form of personal property and should be reporting.
- The assessment date is January 1st of each year!
- Your personal items are only claimed if they are being used for the business.
- A bill is only generated when the depreciated value is over the threshold amount.

“I HAVE NEVER HEARD OF THIS! IS THIS NEW?”



The first year for taxes on everything - personal property, real property, and inventory - in the state of Oregon was 1844!



Prior to 1859, EVERYTHING was taxable! A person's pocket watch, their horse, saddle, clothes, and any tools of their trade! The assumption was that everything was taxable unless exempt by law.



ORS 308.290 was amended in 1953 - over 65 years ago!



All businesses should be registered with the Secretary of the State. Their website details the responsibilities for all new and existing businesses, including the requirement of filing a personal property return.

WHAT IS THE DIFFERENCE BETWEEN FEDERAL, STATE, AND COUNTY PERSONAL PROPERTY?

Over time, the assets you report on your federal and state returns may eventually depreciate to zero.

County Personal Property does not.

The Personal Property Return must contain a **full** listing of all assets, date of acquisition, cost, and a statement of real market value.

This listing must include items that may have fully depreciated for state or federal purposes, are in storage, or expensed.



“DOES HAVING A 501(C)(3) MAKE ME EXEMPT FROM PROPERTY TAX?”

- Not exactly. 501(c)(3) allows your customers to write off a purchase they made from you via a receipt, but it does NOT mean you are exempt from property tax or the obligation to file your personal property return.
- To be exempt from county taxation, you must apply through our office and meet certain criteria. Upon review of your application, our exemptions specialist will notify you of your status.
- Until this process is complete, you are 100% taxable and should be filling out a return.
- Upon approval, the values you reported on your personal property return are the values we need to exempt you from taxation.

I HAVE A BUSINESS WHICH HAS PERSONAL PROPERTY, NOW WHAT?

If you have a current account with us or we know of your business, our office will mail you a return at the end of December each year. You should receive the return in the beginning of January.

Returns are due by March 15th!

We do honor postmarks

Exception: If this date happens to fall on a weekend, the due date will extend to the next business day.

There are currently no extensions for failure to meet the March 15th deadline.

WHAT YOU RECEIVE IN THE MAIL:



The Confidential Personal Property Return.



Step-by-step instructions.



If you have an existing account, you will also receive a copy of the inventory that we have on file.



You may receive an informational flyer.

Assessment of Business: Furniture, Fixtures, Equipment, Floating Property, and Leased or Rented Property

ATTENTION: If you did not receive a tax bill last year because your total assessed value was below the annual cancellation threshold, you may not have to complete this entire form. See General information #2.

Penalty—Maximum penalty for late filing of personal property return is 50 percent of the tax attributable to the taxable personal property (ORS 308.296).

Account number _____ Code area _____

For assessor's use only

1. Leased or rented property _____
 2. Noninventory supplies _____
 3. Floating property _____
 4. Libraries _____
 5. All other property _____
 6. _____
 7. Total real market value _____
 8. Late filing penalty _____

Make any name or mailing address corrections above.
This return is subject to audit.

Location of personal property on January 1, 2025.
 File a separate return for each tax code area or location. Attach a separate listing if needed.
 Personal property location (street address, city) _____

Date business originated in county _____ Type of business _____

Was a return filed last year? Yes County _____ No

First-time filer, see General information no. 1
 If your total assessed value was below the annual cancellation threshold last year, see General information no. 2. This doesn't apply to first time filers.

Remember to sign the Taxpayer's declaration at right →

No personal property to report (See General information no. 3.)
 Business closed? Date closed: _____
 Business sold? Date of sale: _____
 Moved out of county? Date moved: _____
 New address: _____

Name and address of new owner (if business sold) _____

Sign if we **MAY NOT FORWARD** current property list to new owner.
 Signature **X**

Multiple locations within this county (See General information no. 5.) (Attach separate sheet if necessary)

Business name: _____ Business location: _____

Submit your original return and attachments to your county assessor. Keep a **photocopy** and the attached instructions for your records.

Schedule 1—Leased or rented personal property (Don't report real property. Enter "None" if no personal property to report.)

1 Name and address of Second party involved in lease/rent agreement	2 Description (include modal year)	3 Payer of taxes to county		4 Amount of lease/rent		5 Date agreement began	6 Length of agreement	7 No. of units	8 Original cost		10 Owner's portion of real market value Total	11 Assessor's RMY (leave blank)
		Lease	Rent	Month	Yearly				Each	Total		

If Schedule 1 items are reported on separate attachments, check here: **Schedule 1 total:** (Include attachments)

Filing deadline for this return is March 15, 2025

Example: Confidential Personal Property Return for 2025.

The assessment date is January 1, 2025, and is used to record all assets purchased or disposed in the year prior.

Schedule 2—Noninventory supplies (See instructions for examples.)					
Report total cost on hand as of January 1					Assessor's RMV (leave blank)
1	2	3	4	5	
General office supplies	Maintenance supplies	Operating supplies	Spare parts	Other noninventory supplies	
If Schedule 2 items are reported on separate attachments, check here: <input type="checkbox"/>					Schedule 2 total: (Include attachments)

This is the second page of the Confidential Personal Property Return for 2025.

Schedule 3—Floating structures (Include docks and pilings. Enter "None" if no property to report.)					
Registration no.	Oregon Marine Board no.	Date purchased	Purchase price \$	Owner's opinion of real market value	Assessor's RMV (leave blank)
Own: <input type="checkbox"/> Fee simple <input type="checkbox"/> Contract		Exact moorage location on January 1			
If you have remodeled your floating structure during the past year, please describe in the space to the right. (This may include a room or story addition, stringer replacement, or acquisition of a tender house or swim float.) Also report partially completed structures. Approximate date of remodeling: _____					
All other vessels Does this vessel ply the high seas? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Registration no.	Date purchased	Purchase price \$	Name of vessel		
Primary moorage	Length of vessel	Type of fishing or activity			
If Schedule 3 items are reported on separate attachments, check here: <input type="checkbox"/>					Schedule 3 total: (Include attachments)

Schedule 4—Professional libraries (Use this format and report on a separate sheet. Enter "None" if no property to report.)									
1	2	3		4	5	6	7	8	
		No	Yes						
Type of library*	Title of book or set			Number of volumes	Cost when purchased	Owner's opinion of real market value Total	Assessor's RMV (leave blank)		
*For example, books, tapes, videos, compact discs								Schedule 4 total: (Include attachments)	

Schedule 5A—All other taxable personal property (Include all items not reported on schedules 1, 2, 3, or 4. Report any added or deleted items.)										
1	2	3	4	5			6		7	8
				Manuf. year	Purchased		Cost when purchased			
Item of property	Identification (manufacturer and serial no.)	New/Used	Year	Mo.	Yr.	No. of units	Each	Total	Owner's opinion of real market value Total	Assessor's RMV (leave blank)
Sample Item	Brand Name/123456789	N	2010	6	10	2	150	300	300	
(Attach separate sheet if necessary)									Subtotal 5A →	
Schedule 5B—Small hand tools (Not reported elsewhere on this return; indicate type.)									7	8
List business type, (dealership, service garage, dental, medical, beauty/barber shop, landscape etc.):										
Who is responsible for taxes? <input type="checkbox"/> Company/Owner <input type="checkbox"/> Employee										
Please provide contact information:									Subtotal 5B →	
If Schedule 5 items are reported on separate attachments, check here: <input type="checkbox"/> Schedule 5 total (A+B): (Include attachments)										
Improvements on federal lands, mining claims, etc., on which final proof has not yet been made: Location: Township _____ Range _____ Section _____										

Submit your original return and attachments to your county assessor. Keep a copy of the return for your records.

STEP BY STEP INSTRUCTIONS ARE INCLUDED!

General Information

What should I know about filing this return?

- 1 First-time filer**—Send your original return with a complete list of assets, non inventory supplies, and any attachments to the county assessor. (ORS 308.290 (3)(a)). Complete a separate return for each location in each county in which you have personal property.
- 2 Check and sign**—If your county assessor did not send a property tax bill last year because your total assessed value was below the annual cancellation threshold, and you have not purchased or added any taxable personal property, check the box, sign and date the Taxpayer's declaration, and submit the return to your county assessor. If you have purchased, added, or disposed of any taxable personal property, report it on this form and return it to your county assessor (ORS 308.290).
- 3 No property to report**—If you don't have taxable personal property in the county, and/or you closed your business, attach a full explanation. Please tell us what you did with the property you reported last year. Sign and date the Taxpayer's declaration, and send it to the county assessor before the filing deadline.
- 4 Multiple businesses**—If you have multiple businesses within the county, you must complete a return for each business. Check the box and provide the name and location of each business.

What personal property is taxable?

Taxable personal property includes machinery, equipment, and furniture used previously or presently in a business, including any property not currently being used, property placed in storage, property held for sale, expensed items, or items fully depreciated by federal standards.

A reminder . . .

What reporting date should I use for the information requested on this return?

This return must show all taxable personal property which you own, possess, or control as of 1:00 A.M., January 1 (ORS 308.290).

When should I file?

File personal property returns with your county assessor on or before March 15.

What if I file late?

The penalty is 5 percent of the tax owed if the return is filed after March 15, but on or before June 1. The penalty increases to 25 percent of the tax owed if the return is filed after June 1, but on or before August 1. After August 1, the penalty is 90 percent of the tax owed. (ORS 308.296).

Instructions for completing your personal property return

If you have questions about completing your return, contact your local assessor's office.

Schedule 1—Leased or rented personal property

Report all leased or rented items as of January 1.

If you don't lease equipment to or from others, write "None."

Equipment leased to others. Attach a list showing name and address of lessee, situs of equipment, description, date of acquisition, length of lease, and original cost. If a manufacturer, report real market value rather than original cost.

Equipment leased from others. Attach a list showing name and address of lessor, situs of equipment, description, date of acquisition, and original cost. If original cost isn't known, give length of lease and amount of the monthly payment. Advise if included with other assets to avoid duplicate assessment.

Item 3. Who is responsible for paying the tax? Check either lessor or lessee.

Schedule 2—Noninventory supplies

As of January 1, report total cost on hand of any taxable item that won't become part of finished goods or won't be directly sold to customers.

150-503-004 (Rev. 10-16-24)

What personal property isn't taxable?

- Intangible personal property: Money held at interest, bonds, notes, shares of stock, business records, surveys and designs, and the materials the data is recorded on (paper, tape, film, etc.) (ORS 307.020).
- Computer software (excluding software integrated in equipment).
- Household goods, furniture, tools, and equipment **exclusively** for personal use in and around your home (ORS 307.190).
- Inventory held for resale (ORS 307.400).
- Livestock (ORS 307.394).
- Licensed vehicles and equipment other than fixed load and mobile equipment. Examples of taxable fixed load and mobile equipment are shown on the back page (ORS 801.285).
- Farm machinery and equipment used primarily in the preparation of land, planting, raising, cultivating, or harvesting farm crops or feeding, breeding, management, and sale of, or the produce of, livestock, poultry, fur-bearing animals, bees, dairies, agricultural, or horticultural use (ORS 307.394).
- Skyline and Swing Yards (ORS 307.831).
- Environmentally Sensitive Logging Equipment. Equipment that is originally manufactured after 1992 and is used or held for use in logging or forest management operations involving timber harvest, including the felling, bucking, yarding, loading or utilization of timber, logs or wood fiber in the forest, or used or held for use in reforestation, forest vegetation restoration, site preparation, vegetation control, stand and tree improvement or thinning. Equipment that is specifically designed for activities related to water quality or fish and wildlife habitat protection in the forest; or consisting of excavators used or held for use in logging road construction, maintenance, reconstruction or improvements, including the closing or obliterating of existing forest roads (ORS 307.827).

What happens if I falsify the information on the return?

Any person who furnishes false information is subject to criminal penalties [ORS 305.815 and 305.990(4)].

What happens after the return is filed with the county?

Your return will remain confidential at all times. In some cases, an appraiser may inspect your property. On or before October 25, the tax collector shall deliver or mail a tax statement showing the value of your personal property and the tax due (ORS 311.250).

When do the taxes become my responsibility?

On July 1, personal property taxes become a lien against the assessed property and any taxable property owned by or in possession of the person in whose name the property is assessed.

Keep a copy of the return and instructions for your records.

This return is subject to audit.

Filing deadline is March 15, 2025.

Schedule 3—Floating structures (ORS 307.190(2)(c))

For example:

- General office supplies:** Copy paper, envelopes, pens, stationery, etc.
- Maintenance supplies:** Cleaning supplies, axle grease, etc.
- Operating supplies:** Straws, paper cups, sacks, gasoline, diesel, etc.
- Spare parts:** Repair parts, computer parts, automotive parts, etc.
- Other noninventory supplies:** Items not covered by the other categories.

Schedule 3—Floating structures (ORS 307.190(2)(c))

- Report residential floating homes as defined in ORS 308.290² as amended by Senate Bill 198 Oregon Legislature 2023 if, as of the assessment date of the current assessment year, it is new property or, new improvements have been added to the property tax account since the assessment date of the preceding assessment year. See ORS 308.149 for definitions.
- Report commercial floating structures as described in 308.290² as amended by Senate Bill 198 Oregon Legislature 2023.
- Report docks and boat houses.
- Don't include personal licensed boats used only for personal use.

All other vessels

Report houseboats (self-propelled) used in rental businesses and other required floating vessels.

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Schedule 4—Libraries

Report all professional libraries in this schedule format. All items should be listed on a separate page. Libraries include, but are not limited to, those held by accountants, architects, attorneys, consultants, doctors, health science professionals, other science professionals, surveyors, and title companies. Electronic, mechanical, and other technical professionals should also use this schedule.

- Enter type of library media (books, electronic media, compact discs, tapes, videos, etc. If "None," explain).
- Enter the title of the reported book or set.
4. If the item reported is a multiple volume set, check the yes or no column to indicate if the set is complete or not.
- Enter the number of volumes. If a set, enter the number you have, not the number in the original set.
- Enter cost when purchased.
- Enter the best estimate of the real market value for each item as of January 1. Reporters of law books report the value shown on the schedule published by the Oregon Department of Revenue in cooperation with the Oregon State Bar Association.
- Leave blank.

Attachments. Check the box indicated in each applicable schedule if attachments are included. Values reported on this return are not binding on the assessor.

Examples of taxable personal property to be reported on this return (this isn't a complete list)

A/V equipment	Foster home furniture and supplies	Radio and TV broadcast	Video recording equipment
Air conditioners	Freezers	Radio and TV repair equipment	Video tape/DVD rental equipment
Aircraft equipment	Frozen food cases	Recording studio equipment	Video tapes (movies) and cases
Alarm systems	Golf carts and course equipment	Refrigerated cases	Walk-in coolers
Amusement devices	Grocery equipment	Rental equipment	Warehouse equipment
Appliances—free standing	Grocery store fixtures	Restaurant equipment	Washers
Art work	Handpieces (dental)	Retail store fixtures	Winery equipment
ATM machines—portable	Heavy equipment	Road construction equipment	Woodworking equipment
Auto diagnostic electric	Hospital equipment	Safe deposit boxes	Workbenches
Auto repair equipment	Hotel furniture/fixtures	Safes	X-ray equipment
Backbars	Ice cream machines	Satellite dish relays	
Bakery equipment	Ice making machines	Saw mills—portable	
Barber shop equipment	Juke boxes	Scanners	
Battery chargers	Landscaping equipment	Scientific equipment	
Beauty shop equipment	Laser equipment	Service station equipment	
Bowling equipment	Lathe	Sewing/apparel equipment	
Bulk plant equipment	Leasehold improvements	Shake mills—portable	
Butcher shop equipment	Libraries	Sheet metal fabrication	
Cabinet shop equipment	Lift trucks	Shelving	
Cable TV systems	Linens	Shingle mills—portable	
CAD/CAM equipment	Lottery video terminals	Signs	
Calculators	Machine shop equipment	Small hand tools—	
Cameras	Manufacturing—general	Barber and beauty	
Cameras-digital-DVD-Video	Meat processing equipment	Carpentry	
Car wash equipment	Medical-high tech equipment	Construction	
Cash register	Medical-lab equipment	Construction	
Cellular phones	Medical-office equipment	Logging	
Chain saws	Medical-surgical equipment	Mechanics	
Chairs	Medical equipment-major	Medical	
Child care furniture	Mining equipment	Radio and TV shop	
Coin counters	Mobile radio/phones	Soft drink equipment	
Coin-op laundry equipment	Mobile yard equipment	Sound equipment	
Computers	Modular offices	Steam cleaners	
Concession equipment	Molds	Survey equipment	
Construction tools	Motel furniture/fixtures	Tanning equipment	
Copiers	Movie production equipment	Tavern equipment	
Costume/truxedo rentals	Musical instrument rentals	Telephone systems	
Decor	Newspaper equipment	Testing equipment	
Dental equipment	Nursing home equipment	Theatre/projection	
Desks	Office fixtures	Tire recapping equipment	
Dictation equipment	Office furniture	Tool boxes	
Dies	Office machines	Touchscreen soft drink machines	
Display racks	Optical equipment	Tractors	
Dry cleaning equipment	Pagers	TV sets	
Dryers	Pallet jacks	Typewriters	
DVD players	Pallets/bins/crates	Unlicensed vehicles	
DVDs (movies)	Pay phones	Utility trailers—unlicensed	
Electronic mfg. equipment	Photographic equipment	VCRs	
Fiberglass/boat molds	Panball machines	Vending carts	
Filing cabinets	Pool tables	Vending machines	
Fish processing equipment	Popcorn machines	Ventilating fans	
Fitness equipment	Printing equipment	Videos/DVD game rental equipment	
	Professional equipment	Video games	

Filing deadline for this return is March 15, 2025

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CONFIDENTIALITY

- You should know that what you supply to our office regarding your inventory is confidential.

- Only the registered business owner may have access to the inventory itself. Because of this, if the business owner wants a third party to have access to discuss any issues with the return or inventory, you **MUST** sign a waiver.
 - This applies to spouses, unregistered business partners, CPA's, bookkeepers, etc.
 - The exception: if a person is noted in the Taxpayer's Declaration, it is assumed that they have authorization. We may reach out to those listed in the Declaration if we have questions.



LET'S RECAP SOME KEY POINTS!

- Personal property has been around for a very long time.
- There are differences in federal, state, and personal property taxes regarding the depreciation.
- 501 3(C) does not relieve you of your duty to file. Contact our office for more information.
- Returns are due March 15th to avoid any penalties.
- Assets are confidential.

FILLING OUT THE RETURN...



IMPORTANT ITEMS TO KNOW

- The return is available online at the Oregon Department of Revenue's website: <https://www.oregon.gov/DOR/forms/Pages/default.aspx>
- Returns are also available on our website: [Columbia County, Oregon Official Website - Forms and Publications](#)
- The return is two pages (double sided). Any additional pages, such as required asset lists, may be attached.
- **The return will NOT be accepted without the TAXPAYER DECLARATION section filled out AND SIGNED!**
- To avoid penalties, submit the personal property return by MARCH 15.

Assessment of Business: Furniture, Fixtures, Equipment, Floating Property, and Leased or Rented Property
ATTENTION: If you did not receive a tax bill last year because your total assessed value was below the annual cancellation threshold, you may not have to complete this entire form. See General information #2.

Penalty—Maximum penalty for late filing of personal property return is 50 percent of the tax attributable to the taxable personal property (ORS 308.296).

Account number	Code area
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Make any name or mailing address corrections above.
This return is subject to audit.

Location of personal property on January 1, 2025.
File a separate return for each tax code area or location. Attach a separate listing if needed.
Personal property location (street address, city)

Date business originated in county Type of business

Was a return filed last year? Yes County _____ No

First-time filer, see General information no. 1

If your total assessed value was below the annual cancellation threshold last year, see General information no. 2. This doesn't apply to first time filers.

For assessor's use only

1. Leased or rented property	
2. Noninventory supplies	
3. Floating property	
4. Libraries	
5. All other property	
6.	
7. Total real market value	
8. Late filing penalty	

Remember to sign the Taxpayer's declaration at right →

No personal property to report (See General information no. 3.)

Business closed? Date closed: _____ Moved out of county? Date moved: _____

Business sold? Date of sale: _____ New address: _____

Name and address of new owner (if business sold)

Sign if we **MAY NOT FORWARD** current property list to new owner.
Signature
X

Multiple locations within this county (See General information no. 5.) (Attach separate sheet if necessary)

Business name: _____ Business location: _____

Taxpayer's declaration
Invalid if not signed. Under the penalties described in ORS 305.990(4), I affirm that I have examined this return and all attachments. All statements made are true. To the best of my knowledge, all taxable personal property I own, possess, or control, which was in this county as of 1:00 A.M., January 1 has been reported.

Name of firm/owner

E-mail address

Assumed business name of firm assessed Telephone no.

Mailing address Fax no.

City State ZIP code

Signature of person responsible for return Date
Invalid if not signed
X

Printed name of person signing return Title

Person completing return Telephone no.

This return is being filed for:

An individual A partnership (No. of persons _____)

A corporation A limited partnership

A limited liability company A limited liability partnership

Attach a separate list of names and addresses of each individual partner for corporations, LLCs, LLPs, and partnerships.

Submit your original return and attachments to your county assessor. Keep a **photocopy** and the attached instructions for your records.

Schedule 1—Leased or rented personal property (Don't report real property. Enter "None" if no personal property to report.)

1	Name and address of Second party involved in lease/rent agreement	2	Description (include model year)	3		4	5	6	7	8	9	10		11
				Player of taxes to county	Amount of installment							Original cost	Owner's opinion of real market value	
		Lease	Rent	Month	Yearly			Each	Total	Total				
If Schedule 1 items are reported on separate attachments, check here: <input type="checkbox"/>												Schedule 1 total: (Include attachments)		

Filing deadline for this return is March 15, 2025

This information is used to identify the situs and status of the business, please fill out completely.

Please also check for any errors in situs address (the physical location of the business).

Assessment of Business: Furniture, Fixtures, Equipment, Floating Property, and Leased or Rented Property

ATTENTION: If you did not receive a tax bill last year because your total assessed value was below the annual cancellation threshold, you may not have to complete this entire form. See General information #2.

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Location of personal property on January 1, 2025.
File a separate return for each tax code area or location. Attach a separate listing if needed.
Personal property location (street address, city)

Date business originated in county	Type of business
------------------------------------	------------------

Was a return filed last year? Yes County _____ No

First-time filer, see General information no. 1

If your total assessed value was below the annual cancellation threshold last year, see General information no. 2. This doesn't apply to first time filers.

Remember to sign the Taxpayer's declaration at right →

No personal property to report (See General information no. 3.)

Business closed? Date closed: _____

Business sold? Date of sale: _____

Moved out of county? Date moved: _____

New address: _____

Name (and address) of new owner (if business sold)

Sign if we **MAY NOT FORWARD** current property list to new owner.
Signature
X

Multiple locations within this county (See General information no. 5.)
Business name: _____ Business location: _____

Submit your original return and attachments to your county assessor. Keep a **photocopy** and the attached instructions for your records.

Schedule 1—Leased or rented personal property (Don't report real property. Enter "None" if no personal property to report.)

1 Name and address of second party involved in lease/rent agreement	2 Description (include model year)	3 Payer of taxes to county		4 Amount of installment		5 Date agreement begins	6 Length of agreement	7 No. of units	8 Original cost		9 Owner's opinion of real market value (total)	11 Assessor's (Mark) (leave blank)
		Lease	Lease	Month	Yearly				Each	Total		
If Schedule 1 items are reported on separate attachments, check here: <input type="checkbox"/>												Schedule 1 total: (include attachments)

For assessor's use only

1. Leased or rented property	
2. Noninventory supplies	
3. Floating property	
4. Libraries	
5. All other property	
6.	
7. Total real market value	
8. Late filing penalty	

Taxpayer's declaration
Invalid if not signed. Under the penalties described in ORS 305.993(4), I affirm that I have examined this return and all attachments. All statements made are true. To the best of my knowledge, all taxable personal property I own, possess, or control, which was in this county as of 1:00 A.M., January 1 has been reported.

Name of firm/owner _____

E-mail address _____

Assumed business name of firm assessed _____ Telephone no. _____

Mailing address _____ Fax no. _____

City _____ State _____ ZIP code _____

Signature of person responsible for return
Invalid if not signed
X _____ Date _____

Printed name of person signing return _____ Title _____

Person completing return _____ Telephone no. _____

This return is being filed for:

An individual A partnership (No. of persons _____)

A corporation A limited partnership

A limited liability company A limited liability partnership

Attach a separate list of names and addresses of each individual partner for corporations, LLCs, LLPs, and partnerships.

(Attach separate sheet if necessary)

If you have sold, closed, or moved your business out of the County, complete this section.

This helps us understand the status of the business, please fill it out completely.

Filing deadline for this return is March 15, 2025

SCHEDULE 1 LEASED OR RENTED ITEMS

- These are items you do not own but are using in your business.
- This would **not** include your monthly “rent” for the building, but rather the tangible items you are leasing.
- Examples may include copiers, point of sale machines, coffee makers, or larger equipment such as forklifts.
- It is important to note the Lessor’s information and who is paying the taxes-you or them. This is generally found in your lease agreement.
- Keep in mind, the Lessor is also required to file a return. To ensure accuracy, our office will review and compare the information submitted by both the lessor and lessee.

Schedule 2—Noninventory supplies (See instructions for examples.)					
Report total cost on hand as of January 1					Assessor's RMV (leave blank)
General office supplies	Maintenance supplies	Operating supplies	Spare parts	Other noninventory supplies	
If Schedule 2 items are reported on separate attachments, check here: <input type="checkbox"/>					Schedule 2 total: (Include attachments)

SCHEDULE 2 – NON-INVENTORY SUPPLIES

These are consumable items that do not become a part of the finished product and will not be sold to the customer.

Schedule 3—Floating structures (Include docks and pilings. Enter "None" if no property to report.)					
Registration no.	Oregon Marine Board no.	Date purchased	Purchase price \$	Owner's opinion of real market value	Assessor's RMV (leave blank)
Own: <input type="checkbox"/> Fee simple <input type="checkbox"/> Contract		Exact moorage location on January 1			
If you have remodeled your floating structure during the past year, please describe in the space to the right. (This may include a room or story addition, stringer replacement, or acquisition of a tender house or swim float.) Also report partially completed structures. Approximate date of remodeling:					
All other vessels Does this vessel ply the high seas? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Registration no.	Date purchased	Purchase price \$	Name of vessel		
Primary moorage		Length of vessel	Type of fishing or activity		
If Schedule 3 items are reported on separate attachments, check here: <input type="checkbox"/>					Schedule 3 total: (Include attachments)

Schedule 2 is not itemized like schedule 5A - you will include an estimate of real market value. It is helpful to think, "As of January 1st, I had X amount of value in supplies." Another option is to provide one month of your yearly supply budget.

Schedule 4—Professional libraries (Use this format and report on a separate sheet. Enter "None" if no property to report.)							
Type of library*	Title of book or set	If set, is it complete?		Number of volumes	Cost when purchased	Owner's opinion of real market value Total	Assessor's RMV (leave blank)
		No	Yes				
*For example, books, tapes, videos, compact discs							Schedule 4 total: (Include attachments)

If no supplies are reported, a value will be attached to the account.

Schedule 5A—All other taxable personal property (Include all items not reported on schedules 1, 2, 3, or 4. Report any added or deleted items.)										
Item of property	Identification (manufacturer and serial no.)	N-New U-Used	Manuf. year	Purchased Mo.	Yr.	No. of units	Cost when purchased		Owner's opinion of real market value Total	Assessor's RMV (leave blank)
							Each	Total		
Sample item	Brand Name/123456789	N	2010	6	10	2	150	300	300	
(Attach separate sheet if necessary)							Subtotal 5A →			

Example:
\$50,000 RMV x 3% = \$1500.00

Schedule 5B—Small hand tools (Not reported elsewhere on this return; indicate type.)				Owner's opinion of real market value	Assessor's RMV (leave blank)
List business type, (dealership, service garage, dental, medical, beauty/barber shop, landscape etc.):					
Who is responsible for taxes? <input type="checkbox"/> Company/Owner <input type="checkbox"/> Employee					
Please provide contact information				Subtotal 5B →	
If Schedule 5 items are reported on separate attachments, check here: <input type="checkbox"/> Schedule 5 total (A+B): (Include attachments)					
Improvements on federal lands, mining claims, etc., on which final proof has not yet been made: Location: Township Range Section					

Submit your original return and attachments to your county assessor. Keep a copy of the return for your records.

SCHEDULE 2 NON-INVENTORY SUPPLY EXAMPLES

OFFICE SUPPLIES	OPERATING SUPPLIES	MAINTENANCE SUPPLIES	SPARE PARTS	OTHER NON-INVENTORY SUPPLIES
Business- Cards Paper CD's Forms Pens/Pencils Printer - Cartridges Copier Toner Stationary Staples Paper Clips Notepads Erasers	Cleaning- Supplies Protective- Clothing Protective- Equipment Solvents Fast Food - Containers Reserve tanks of glycol, ammonia, CO2	Abrasives Absorbent Materials-for Spills Axle Grease Belts & Hoses Drill Bits Rock Salt for Ice & Snow Saw Blades Tires Welding Rods Wire & Cable Paper Towels Toilet Paper Hand Soap	Automotive- Parts Bearings Circuit- Breakers Computer- Parts Fuses Machine-Parts Motors Repair-Parts Gears Maintenance- Machine-Parts	Carpet Samples Paint Samples Wallpaper Samples Fuels/Gasses in Storage Gasoline, diesel Nitrogen Propane Items not covered in other categories

Schedule 2—Noninventory supplies (See instructions for examples.)					
Report total cost on hand as of January 1					Assessor's RMV (leave blank)
General office supplies	Maintenance supplies	Operating supplies	Spare parts	Other noninventory supplies	
If Schedule 2 items are reported on separate attachments, check here: <input type="checkbox"/>					Schedule 2 total: (Include attachments)

Schedule 3—Floating structures (Include docks and pilings. Enter "None" if no property to report.)					
Registration no.	Oregon Marine Board no.	Date purchased	Purchase price \$	Owner's opinion of real market value	Assessor's RMV (leave blank)
Own: <input type="checkbox"/> Fee simple <input type="checkbox"/> Contract		Exact moorage location on January 1			
If you have remodeled your floating structure during the past year, please describe in the space to the right. (This may include a room or story addition, stringer replacement, or acquisition of a tender house or swim float.) Also report partially completed structures. Approximate date of remodeling: _____					
All other vessels Does this vessel ply the high seas? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Registration no.	Date purchased	Purchase price \$	Name of vessel		
Primary moorage		Length of vessel	Type of fishing or activity		
If Schedule 3 items are reported on separate attachments, check here: <input type="checkbox"/>					Schedule 3 total: (Include attachments)

Schedule 4—Professional libraries (Use this format and report on a separate sheet. Enter "None" if no property to report.)								
Type of library*	Title of book or set	If set, is it complete?		Number of volumes	Cost when purchased	Owner's opinion of real market value		Assessor's RMV (leave blank)
		No	Yes			Total	Total	
*For example, books, tapes, videos, compact discs								Schedule 4 total: (Include attachments)

Schedule 5A—All other taxable personal property (Include all items not reported on schedules 1, 2, 3, or 4. Report any added or deleted items.)										
Item of property	Identification (manufacturer and serial no.)	N/New U/Used	Manuf. year	Purchased		No. of units	Cost when purchased		Owner's opinion of real market value Total	Assessor's RMV (leave blank)
				Mo.	Yr.		Each	Total		
Sample item	Brand Name/123456789	N	2010	6	10	2	150	300	300	
(Attach separate sheet if necessary)										
									Subtotal 5A →	
Schedule 5B—Small hand tools (Not reported elsewhere on this return; indicate type.)									Owner's opinion of real market value	Assessor's RMV (leave blank)
List business type, (dealership, service garage, dental, medical, beauty/barber shop, landscape etc.):										
Who is responsible for taxes? <input type="checkbox"/> Company/Owner <input type="checkbox"/> Employee										
Please provide contact information									Subtotal 5B →	
If Schedule 5 items are reported on separate attachments, check here: <input type="checkbox"/> Schedule 5 total (A+B): (Include attachments)										
Improvements on federal lands, mining claims, etc., on which final proof has not yet been made: Location: Township _____ Range _____ Section _____										

SCHEDULE 3 - FLOATING STRUCTURES



Assessable floating property includes:

- Floating homes
- Boathouses
- Floating home/Boathouse Combinations
- Shops
- Hangars
- Restaurants
- Moorages

Schedule 2—Noninventory supplies (See instructions for examples.)					
Report total cost on hand as of January 1					Assessor's RMV (leave blank)
General office supplies	Maintenance supplies	Operating supplies	Spare parts	Other noninventory supplies	
If Schedule 2 items are reported on separate attachments, check here: <input type="checkbox"/>					Schedule 2 total: (Include attachments)

Schedule 3—Floating structures (Include docks and pilings. Enter "None" if no property to report.)					
Registration no.	Oregon Marine Board no.	Date purchased	Purchase price \$	Owner's opinion of real market value	Assessor's RMV (leave blank)
Own: <input type="checkbox"/> Fee simple <input type="checkbox"/> Contract	Contract holder:	Exact moorage location on January 1			
If you have remodeled your floating structure during the past year, please describe in the space to the right. (This may include a room or story addition, stringer replacement, or acquisition of a tender house or swim float.) Also report partially completed structures. Approximate date of remodeling: _____					
All other vessels Does this vessel ply the high seas? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Registration no.	Date purchased	Purchase price \$	Name of vessel		
Primary moorage	Length of vessel	Type of fishing or activity			
If Schedule 3 items are reported on separate attachments, check here: <input type="checkbox"/>					Schedule 3 total: (Include attachments)

Schedule 4—Professional libraries (Use this format and report on a separate sheet. Enter "None" if no property to report.)								
Type of library*	Title of book or set	If set, is it complete?		Number of volumes	Cost when purchased	Owner's opinion of real market value		Assessor's RMV (leave blank)
		No	Yes			Total	Total	
*For example, books, tapes, videos, compact discs								Schedule 4 total: (Include attachments)

Schedule 5A—All other taxable personal property (Include all items not reported on schedules 1, 2, 3, or 4. Report any added or deleted items.)										
Item of property	Identification (manufacturer and serial no.)	N/Used	Manuf. year	Purchased Mo.	Yr.	No. of units	Cost when purchased		Owner's opinion of real market value Total	Assessor's RMV (leave blank)
							Each	Total		
Sample item	Brand Name/123456789	N	2010	6	10	2	150	300	300	
(Attach separate sheet if necessary)									Subtotal 5A →	
Schedule 5B—Small hand tools (Not reported elsewhere on this return; indicate type.)									Owner's opinion of real market value	Assessor's RMV (leave blank)
List business type, (dealership, service garage, dental, medical, beauty/barber shop, landscape etc.):										
Who is responsible for taxes? <input type="checkbox"/> Company/Owner <input type="checkbox"/> Employee										
Please provide contact information									Subtotal 5B →	
If Schedule 5 items are reported on separate attachments, check here: <input type="checkbox"/>										Schedule 5 total (A+B): (Include attachments)
Improvements on federal lands, mining claims, etc., on which final proof has not yet been made: Location: Township _____ Range _____ Section _____										

Submit your original return and attachments to your county assessor. Keep a copy of the return for your records.

SCHEDULE 4 – PROFESSIONAL LIBRAIRIES

- Books, Tapes, VHS, DVD, Blu-ray, Chilton, Law Libraries, Disks, Compact Disks, and other types of media are considered libraries and should be listed.
- Libraries include, but are not limited to, those held by accountants, architects, attorneys, consultants, doctors, health science professionals, surveyors, and title companies. Electronic, mechanical, and other technical professionals should also use this schedule.
- Canned software is not taxable and therefore should **not** be included. **Canned software** is software that you go to a store and buy off the shelf, as opposed to software that someone would make just for your needs and not the average user.

Schedule 2—Noninventory supplies (See instructions for examples.)					
Report total cost on hand as of January 1					Assessor's RMV (leave blank)
General office supplies	Maintenance supplies	Operating supplies	Spare parts	Other noninventory supplies	
If Schedule 2 items are reported on separate attachments, check here: <input type="checkbox"/>					Schedule 2 total: (Include attachments)

Schedule 3—Floating structures (Include docks and pilings. Enter "None" if no property to report.)					
Registration no.	Oregon Marine Board no.	Date purchased	Purchase price \$	Owner's opinion of real market value	Assessor's RMV (leave blank)
Own: <input type="checkbox"/> Fee simple <input type="checkbox"/> Contract		Exact moorage location on January 1			
If you have remodeled your floating structure during the past year, please describe in the space to the right. (This may include a room or story addition, stringer replacement, or acquisition of a tender house or swim float.) Also report partially completed structures. Approximate date of remodeling: _____					
All other vessels Does this vessel ply the high seas? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Registration no.	Date purchased	Purchase price \$	Name of vessel		
Primary moorage		Length of vessel	Type of fishing or activity		
If Schedule 3 items are reported on separate attachments, check here: <input type="checkbox"/>					Schedule 3 total: (Include attachments)

Schedule 4—Professional libraries (Use this format and report on a separate sheet. Enter "None" if no property to report.)								
Type of library*	Title of book or set	If set, is it complete?		Number of volumes	Cost when purchased	Owner's opinion of real market value		Assessor's RMV (leave blank)
		No	Yes			Total	Total	
*For example, books, tapes, videos, compact discs								Schedule 4 total: (Include attachments)

Schedule 5A—All other taxable personal property (Include all items not reported on schedules 1, 2, 3, or 4. Report any added or deleted items.)										
Item of property	Identification (manufacturer and serial no.)	N/Used	Manuf. year	Purchased		No. of units	Cost when purchased		Owner's opinion of real market value Total	Assessor's RMV (leave blank)
				Mo.	Yr.		Each	Total		
Sample item	Brand Name/123456789	N	2010	6	10	2	150	300	300	
(Attach separate sheet if necessary)									Subtotal 5A →	

Schedule 5B—Small hand tools (Not reported elsewhere on this return; indicate type.)		Owner's opinion of real market value	Assessor's RMV (leave blank)
List business type, (dealership, service garage, dental, medical, beauty/barber shop, landscape etc.):			
Who is responsible for taxes? <input type="checkbox"/> Company/Owner <input type="checkbox"/> Employee			
Please provide contact information		Subtotal 5B →	
If Schedule 5 items are reported on separate attachments, check here: <input type="checkbox"/> Schedule 5 total (A+B): (Include attachments)			
Improvements on federal lands, mining claims, etc., on which final proof has not yet been made: Location: Township _____ Range _____ Section _____			

Submit your original return and attachments to your county assessor. Keep a copy of the return for your records.

SCHEDULE 5A – ALL OTHER PROPERTY

- Schedule 5A is where you will put the bulk of your items, as this is where the depreciation occurs.
- Computers, tablets, chairs, desks, barrels, conveyors, forklifts, stereos, bank vault doors, cell phones, décor, filing cabinets, lathes, linens, pinball machines, restaurant equipment, lawn mowers, vending carts, workbenches, etc.
- This is also where you would record freight costs and setup costs associated with your assets.
- Vital information here: item description, year of purchase & cost when purchased, both each and total! Our system depreciates the value from that information.
- Please remember to keep a detailed list, just listing “equipment” is not enough.

DEPRECIATION EXAMPLE

The business owner buys a computer in the current tax year for \$1500.

According to Department of Revenue Depreciation Schedules, a computer is coded as a 5A. The valuation factor for this is .58 in the first year.

Cost x Factor=RMV

- For Year 1 ($\$1500.00 \times .58 = \870 Real Market Value)
 - For Year 2 ($\$1500.00 \times .32 = \480 Real Market Value)
 - For Year 3 ($\$1500.00 \times .19 = \285 Real Market Value)
 - For Year 4 ($\$1500.00 \times .10 = \150 Real Market Value)
 - For Year 5 ($\$1500.00 \times .07 = \105 Real Market Value)
- All years following Year 5; the asset will remain at \$105.00 until the asset is replaced which would begin new depreciation based on the new figures, or it is disposed.
 - **Assets do not depreciate to zero!** The state suggests, if it is being used in the business, the item retains some value. If there was no value, the item would naturally be disposed.

“BUT I DON’T KNOW THE COST!”

- No need to worry, this has been taken into consideration!
- The owner’s opinion of market value is used for these circumstances.
- Items gifted to you and used in business.
- Items gifted to your business.
- Items donated to your business.
- No record of purchase.
- Real market value of all property, real and personal, means the amount in cash that could reasonably be expected to be paid by an informed buyer to an informed seller, each acting without compulsion in an arms-length transaction occurring as of the assessment date for the tax year.
- Owner’s opinion reflects the real market value and can not be depreciated any further.

Schedule 2—Noninventory supplies (See instructions for examples.)

Report total cost on hand as of January 1

General office supplies	Maintenance supplies	Operating supplies	Spare parts	Other noninventory supplies	Assessor's RMV (leave blank)

If Schedule 2 items are reported on separate attachments, check here: **Schedule 2 total:** (include attachments)

Schedule 3—Floating structures (include docks and pilings. Enter "None" if no property to report.)

Registration no.	Oregon Marine Board no.	Date purchased	Purchase price \$	Owner's opinion of real market value	Assessor's RMV (leave blank)
Own: <input type="checkbox"/> Fee simple <input type="checkbox"/> Contract		Exact moorage location on January 1			
If you have remodeled your floating structure during the past year, please describe in the space to the right. (This may include a room or story addition, stringer replacement, or acquisition of a tender house or swim float.) Also report partially completed structures. Approximate date of remodeling: _____					
All other vessels Does this vessel ply the high seas? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Registration no.	Date purchased	Purchase price \$	Name of vessel		
Primary moorage		Length of vessel		Type of fishing or activity	
If Schedule 3 items are reported on separate attachments, check here: <input type="checkbox"/> Schedule 3 total: (include attachments)					

Schedule 4—Professional libraries (Use this format and report on a separate sheet. Enter "None" if no property to report.)

Type of library*	Title of book or set	If set, is it complete?		Number of volumes	Cost when purchased	Owner's opinion of real market value Total	Assessor's RMV (leave blank)
		No	Yes				

*For example, books, tapes, videos, compact discs

Schedule 4 total: (include attachments)

Schedule 5A—All other taxable personal property (include all items not reported on schedules 1, 2, 3, or 4. Report any added or deleted items.)

Item of property	Identification (manufacturer and serial no.)	N/Used	Manuf year	Purchased Mo. Yr.	No. of units	Cost when purchased		Owner's opinion of real market value Total	Assessor's RMV (leave blank)
						Each	Total		
Sample item	Brand Name/123456789	N	2010	6 10	2	150	300	300	
(Attach separate sheet if necessary)								Subtotal 5A →	

Schedule 5B—Small hand tools (Not reported elsewhere on this return; indicate type.)

List business type, (dealership, service garage, dental, medical, beauty/barber shop, landscape etc.): _____

Who is responsible for taxes? Company/Owner Employee

Please provide contact information _____

Subtotal 5B →

If Schedule 5 items are reported on separate attachments, check here: **Schedule 5 total (A+B):** (include attachments)

Improvements on federal lands, mining claims, etc., on which final proof has not yet been made: _____ Location: Township _____ Range _____ Section _____

Submit your original return and attachments to your county assessor. Keep a copy of the return for your records.

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Schedule 2—Noninventory supplies (See instructions for examples.)					
Report total cost on hand as of January 1					Assessor's RMV (leave blank)
General office supplies	Maintenance supplies	Operating supplies	Spare parts	Other noninventory supplies	
If Schedule 2 items are reported on separate attachments, check here: <input type="checkbox"/> Schedule 2 total: (Include attachments)					

Schedule 3—Floating structures (Include docks and pilings. Enter "None" if no property to report.)					
Registration no.	Oregon Marine Board no.	Date purchased	Purchase price \$	Owner's opinion of real market value	Assessor's RMV (leave blank)
Own: <input type="checkbox"/> Fee simple <input type="checkbox"/> Contract		Exact moorage location on January 1			
If you have remodeled your floating structure during the past year, please describe in the space to the right. (This may include a room or story addition, stringer replacement, or acquisition of a tender house or swim float.) Also report partially completed structures. Approximate date of remodeling: _____					
All other vessels Does this vessel ply the high seas? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Registration no.	Date purchased	Purchase price \$	Name of vessel		
Primary moorage		Length of vessel	Type of fishing or activity		
If Schedule 3 items are reported on separate attachments, check here: <input type="checkbox"/> Schedule 3 total: (Include attachments)					

Schedule 4—Professional libraries (Use this format and report on a separate sheet. Enter "None" if no property to report.)								
Type of library*	Title of book or set	If set, is it complete?		Number of volumes	Cost when purchased	Owner's opinion of real market value		Assessor's RMV (leave blank)
		No	Yes			Total	Total	
*For example, books, tapes, videos, compact discs								
Schedule 4 total: (Include attachments)								

Schedule 5A—All other taxable personal property (Include all items not reported on schedules 1, 2, 3, or 4. Report any added or deleted items.)										
Item of property	Identification (manufacturer and serial no.)	New/Used	Manuf. year	Purchased		No. of units	Cost when purchased		Owner's opinion of real market value	Assessor's RMV (leave blank)
				Mo.	Yr.		Each	Total		
Sample item	Brand Name/123456789	N	2010	6	10	2	150	300	300	
(Attach separate sheet if necessary)										
Subtotal 5A →										

Schedule 5B—Small hand tools (Not reported elsewhere on this return; indicate type.)			Owner's opinion of real market value	Assessor's RMV (leave blank)
List business type, (dealership, service garage, dental, medical, beauty/barber shop, landscape etc.):				
Who is responsible for taxes? <input type="checkbox"/> Company/Owner <input type="checkbox"/> Employee				
Please provide contact information				
Subtotal 5B →				
If Schedule 5 items are reported on separate attachments, check here: <input type="checkbox"/> Schedule 5 total (A+B): (Include attachments)				
Improvements on federal lands, mining claims, etc., on which final proof has not yet been made: Location: Township _____ Range _____ Section _____				

SCHEDULE 5B – SMALL HAND TOOLS

- Report the **value** of all small hand tools and non-power tools not reported elsewhere on the return.
- This is not itemized like schedule 5A is. You will include an **estimate** of real market value. Think, "As of January 1st, I had X amount of value in small hand tools."
- Beneficial for ease of reporting!
- Mechanics shops, doctor's offices, dental practices, manufacturers, etc.

LET'S RECAP SOME KEY POINTS!

- The return is available from several locations.
- Schedules 1 through 5b need to be completed if they apply to your business.
- We depreciate from original cost and year, so providing that information is vital.
- We can not process an unsigned tax return.

THERE IS NOT ENOUGH ROOM ON THE RETURN!

- We know. We can't fix that.
- BUT we encourage you to use a program such as Excel or Word to log your assets in the same format provided on Schedule 5A of the return.
- Keep in mind that after the first initial return is filed with our office, you will **ONLY** need to report additions and disposals which will greatly simplify the process for you moving forward!
- Once we have you on record, we supply you with a copy of your inventory each year. It is up to you to review it and cross off disposed items and/or add new purchases to it. This is the most simplified method for reporting and works for most business owners.

IF I DON'T RECEIVE A RETURN, DO I HAVE TO FILE?

YES! You still need to file a return.

- Counties are not required by statute to mail out tax returns.
- Failure to receive or secure the form shall not relieve the person, managing agent, or officer from the obligation of making any return required by this section. **ORS 308.290(2)(c)**
- You may print a form directly from the following Department of Revenue website: <https://www.oregon.gov/DOR/forms/Pages/default.aspx>
- Contact the county assessor's office to have one mailed to you or pick one up at the assessor's office. Our office also provides forms online at: [Columbia County, Oregon Official Website - Forms and Publications](#)
- If you need an asset list, bring appropriate identification to receive any confidential information, or call us- but be prepared to answer some questions since those lists are CONFIDENTIAL.

WHAT IF I FILE THE RETURN LATE?

- After March 15th but on or before June 1st, you will be assessed a penalty of 5%.
- After June 1st but on or before August 1st, you will be assessed a penalty of 25%.
- After August 1st, you will be assessed a penalty of 50%.



WHAT IF I CHOOSE **NOT** TO FILE A RETURN?

- If a business fails to file a tax return, the business shall be evaluated from the best possible information obtainable, and a value will be forced upon the account.
- If you are a **new business** to our system, we will use best comparable business types to establish an assessed value. The 50% late file penalty will also apply. The estimated valued may or may not be reflective of your actual asset value you have.
- If you have an **existing account**, we will take the last assessed value on the account. Your tax rate will be applied based on the levy code your business is in. Then a 50% penalty will be attached to the account for late/non-file accounts. Penalties apply whether you have an existing account or a new business when forced value occurs. (**ORS 308.296**)

IF MY EQUIPMENT IS ONLY USED PART OF THE YEAR, IS IT STILL TAXABLE?

YES!

- If the personal property is located on your location as of January 1st at 1:00am of that tax year it is taxable for the whole tax year.
- Any tangible personal property held by the owner wholly or partially for use or sale in the ordinary course of a trade or business, for the production of income, or solely for investment is taxable. **ORS 307.190(2)(a)**
- Note: We **do not** recognize percentage of use for the majority of assets. The only exception is by statute and involves logging and farming equipment.

LET'S RECAP SOME KEY POINTS!

- Even if you do not receive a return, you still have an obligation to file a return unless otherwise directed by our office.
- Late filing = penalties up to 50% of taxes owed.
- Not filing = FORCED VALUE
- We do not recognize percentage of use.

“I CLOSED, SOLD, OR WILL BE SELLING MY BUSINESS. WHAT DO I NEED TO DO?”

- Prior to closing the sale, notify the County and request an ‘advanced demand’ to get any pending taxes paid if necessary.
- Authorize release of confidential asset details to new owner if applicable.
- Complete a return the following January to officially reflect status of assets. (Storage, disposed, donated, sold, etc.)
- Upon payment of any due taxes, we will update the account to reflect new ownership so future returns and tax bills are sent to the new owner.

Note: The County does not prorate taxes, this is a private matter between the parties.

“I AM PURCHASING A ‘NEW TO ME’ BUSINESS, WHAT SHOULD I KNOW?”

The seller must provide a prospective purchaser with a disclosure notice that includes at least:

- Whether any property tax are outstanding on this property;
- Whether there are any liens against the property;
- The name of any county in which the property has ever been assessed, if known;
- The name and address of any other person that has owned or had possession or control of the property, if known;
- An explanation of what a bona fide purchaser is.

WHAT IS A BONA FIDE PURCHASER? (ORS 311.641)

A bona fide purchaser is a person that purchases business personal property in good faith, for value, in an arms-length transaction and without notice of delinquent property taxes on the property, meaning the person:

- Does not have the disclosure notice from the seller;
- Has completed reasonable diligence with regard to the disclosure notice or can attest that the seller failed to provide the notice and any other relevant facts that the person knew or should have known about the transaction;
- Has searched and found no warrant for delinquent property taxes in the County Clerk Lien Record;
- Has searched the Secretary of State's Uniform Commercial Code system within three (3) business days before the date of the purchase and found no unsatisfied warrant as evidenced by a screen printout of the search results.



WHAT DOES THAT MEAN?

- If you are purchasing used personal property from another business, you should check to see if there are any tax or liens owing on the property before purchasing it!
- Check with the tax collector in the Oregon county where you are planning to purchase the equipment **and** conduct a Uniform Commercial Code (UCC) search with the Secretary of State.

OMITTED PROPERTY

- Omitted property is defined as any part of any real, personal, or centrally assessed property that has been omitted due to the assessor's lack of knowledge of its existence.
- When the assessor discovers omitted property, the property may be added to the current roll and up to five years prior to the last certified roll (**ORS 311.216**).
- Late filing penalties may apply.
- Upon discovering omitted property, the assessor must notify the property owner of the intention to add the omitted property to the roll (**ORS 311.219**).
- The taxpayer has 20 days to show cause why the omitted property shouldn't be added to the roll (**ORS 311.219**).

APPEALS

PVAB (Property Value Appeals Board)

Filing deadline – December 31st for current tax year only, filing fee applies.

Magistrate

30-days to file appeal of PVAB decision, filing fee applies.

Magistrate - Omitted Property

90-days to file appeal on omitted property correction from date of corrected tax notice, filing fee applies.

PERSONAL PROPERTY TIMELINE

The deadline to file is March 15th.

If the deadline falls on weekend, per ORS 305.820, the due date is moved to the next business day.

